



JAMES A. NOYES, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

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IN REPLY PLEASE
REFER TO FILE: **PM-3**

May 9, 2002

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**SAN DIMAS SHERIFF'S STATION
APPROVE MITIGATED NEGATIVE DECLARATION
ADOPT MITIGATION MONITORING AND REPORTING PROGRAM
ADOPT AND ADVERTISE
AWARD AGREEMENT
SPECS. 5414; C.P. 77402
SUPERVISORIAL DISTRICT 5
3 VOTES**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER AND THE
SHERIFF THAT YOUR BOARD:**

1. Consider the enclosed Mitigated Negative Declaration (Enclosure C) for the proposed San Dimas Sheriff's Station together with comments received during the public review process, find that the project with the proposed mitigation measures will not have a significant effect on the environment, find that the Mitigated Negative Declaration reflects the independent judgment of the County, and approve the Mitigated Negative Declaration.
2. Adopt the Mitigation Monitoring and Reporting Program contained in the Mitigated Negative Declaration to ensure compliance with the project changes and conditions required to mitigate or avoid significant effects on the environment.
3. Find that the project will have no adverse effect on wildlife resources by implementation of the proposed mitigation measures and authorize Public Works to complete and file a Certificate of Fee Exemption for the project.

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4. Authorize the Chief Administrative Office to rerecord the Quitclaim Deed originally recorded on January 7, 1993, with a revised legal description of the adjacent Fire Station 64 site to exclude the portion previously identified for the Sheriff's Station.
5. Authorize the CAO to finalize and execute a Memorandum of Understanding with the City of San Dimas to accept the financial contribution of \$654,295.72 to develop and construct the replacement San Dimas Sheriff's Station.
6. Approve the revised project budget of \$13,119,296 and authorize the Director of Public Works to deliver the project.
7. Adopt plans and specifications for constructing the San Dimas Sheriff's Station for an estimated construction cost of \$8,157,370 and instruct the Executive Officer to advertise for bids to be received and opened on June 18, 2002, in accordance with the "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).
8. Authorize the Director of Public Works to execute a consultant services agreement with the apparent lowest responsible bidder to prepare a baseline construction schedule for a not to exceed fee of \$8,000 funded by existing project funds and establish the effective date following Board approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The existing Sheriff's Station, constructed in 1949 and remodeled in 1961, is only 12,200 square feet and is inadequate to meet the needs of the growing local community. On April 8, 1999, your Board approved the San Dimas Sheriff's Station project and authorized Public Works to execute an architect/engineer services agreement with NTD Architects for the design. This project will enhance law enforcement operations and protection for the City of San Dimas and the unincorporated areas of Azusa, Covina, Glendora, Charter Oak, La Verne, Claremont, Pomona, and the San Gabriel Mountains.

The Mitigated Negative Declaration indicated that the proposed project with the proposed mitigation measures would not have a significant effect on the environment. In accordance with Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, a draft Mitigated Negative Declaration was prepared and circulated for public review and must be approved by your Board prior to the start of construction.

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NTD completed plans and specifications for the proposed Sheriff's Station and has obtained all jurisdictional approvals. The new 28,000-square-foot station includes office space, a holding facility, a 3,400-square-foot maintenance building, and parking for visitors and station personnel and is proposed to be built on a vacant piece of property adjacent to Fire Station 64 in the City of San Dimas.

The recommended agreement for a baseline schedule allows Public Works to authorize the apparent low bidder to prepare and submit a baseline construction schedule. If a schedule fully conforming to the project specifications is not submitted, the Director may determine the bidder nonresponsive and would then return to your Board to recommend an award to the next apparent lowest responsible bidder contingent on that bidder completing a fully conforming baseline schedule.

Further, the recommended actions will authorize the CAO to finalize and execute a Memorandum of Understanding with the City of San Dimas to accept a financial contribution of \$654,295.72 to develop and construct the replacement station.

Site Issues/Rerecording Quitclaim Deed

The site proposed for the replacement station is located in the City of San Dimas adjacent to the Consolidated Fire Protection District, Fire Station 64. The 4.1-acre site was acquired in 1986 through a three-party land exchange between the County, City of San Dimas, and U.S. Forest Service for construction of a post office, Sheriff's Station, Fire Station, and Public Works utility yard. The Sheriff's Station site, however, is on the same parcel as Fire Station 64 that transferred entirely to the District in 1992 as part of the unification of the Forester and Fire Warden and Fire Protection District.

Based on the Board's 1986 intent to acquire the parcel, in part for a future Sheriff's Station, and in the 1992 unification of the Forester and Fire Warden and District to transfer Forester's real and personal property only to the District, the site of the San Dimas Sheriff's Station should not have been transferred to the District. To correct this error, approving the recommended actions will authorize the CAO to rerecord the Quitclaim Deed originally recorded on January 7, 1993, with a revised legal description of the Fire Station site. Rerecording the Quitclaim Deed will be completed prior to awarding a construction contract for the Sheriff's Station. Finally, since the site for the Sheriff's Station was clearly intended for Sheriff use, the District will not receive any financial consideration for this correction.

Implementation of Strategic Plan Goals

This action meets the County's Strategic Plan Goals of Service Excellence and Fiscal Responsibility since this construction project provides improved facilities to relieve current overcrowded conditions, complies with the Board of Corrections' standards, and increases the County's investment in public infrastructure.

FISCAL IMPACT/FINANCING

The project budget, originally established in 1999, was not sufficient to fund the planned scope for the San Dimas Sheriff's Station. As a result, the County approached the City of San Dimas to bridge the funding gap. On May 9, 2000, the City of San Dimas City Council confirmed a contribution of \$654,295.72 to fund the budget shortfall and their requested exterior architectural treatments for the replacement station. The City of San Dimas' contribution of \$654,295.72 will be transferred to the County in three installments following the execution of a memorandum of understanding between the County and City of San Dimas, awarding a construction contract, and completion of the project's final inspection.

Furthermore, revisions to the security systems, the detective area, and compliance with new Standard Urban Stormwater Mitigation Plan requirements increased the estimated cost of the project by \$300,000. Supplemental funding was identified by the CAO and approved by your Board during Final Changes to the 1999-2000 Capital Project Budget. The project is now scheduled to be complete in January 2004 because of the added time required to identify sufficient funding, obtain design approvals, and implement security system and SUSMP revisions.

Public Works' fair construction cost estimate, without contingency, for the base construction contract is \$8,157,370. The total project cost estimate is \$13,119,296 including design, plan check fees, construction, equipment, consultant services, miscellaneous expenditures, County services, and a change order contingency equal to 10 percent of the expected bid amount. Also, a reallocation of \$90,910 from the County-provided equipment category to the construction cost category is included to reflect contractor-provided equipment.

Sufficient appropriation to award an estimated construction contract of \$8,157,370 for the San Dimas Sheriff's Station project is available in the 2001-2002 Capital Project Budget under Capital Project 77402.

The Project Schedule and Budget Summary are included in Enclosure A.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

As requested by your Board on August 12, 1997, and as a threshold requirement for consideration for contract award, bidders will be required to attest their willingness to consider Greater Avenues for Independence Program participants for future employment.

The project specifications contain provisions requiring the contractor to report solicitations of improper consideration by County employees and allowing the County to terminate the contract if it is found that the contractor offered or gave improper consideration to County employees.

As required by your Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the Federal income tax laws.

Bidders will also be required to show full compliance with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program).

ENVIRONMENTAL DOCUMENTATION

On September 8, 1999, Public Works executed a contract for environmental assessment to prepare an Initial Study/Mitigated Negative Declaration for the San Dimas Sheriff's Station. The Mitigated Negative Declaration was circulated on July 27, 2001, for agency and public review in accordance with California Environmental Quality Act requirements. The review period ended on August 27, 2001. Several comments were received during the review period that did not raise any significant environmental issues with the project.

The mitigation measures included in the environmental documents for this project specifically address air quality and critical biological, cultural, and paleontological specimens. Recommended measures to mitigate impacts on these resources include

construction procedures, which are incorporated into the construction bid documents, and the use of specialized consultants by the County to conduct field observations at critical phases of construction. The Mitigated Negative Declaration concluded that the project with the proposed mitigation measures will not have a significant effect on the environment.

Therefore, we recommend that your Board approve the Mitigated Negative Declaration and the Mitigation Monitoring and Reporting Program and find that by incorporating the mitigation measures described in the Mitigation Monitoring and Reporting Program, the project will not have a significant effect on the environment.

A fee must be paid to the State Department of Fish and Game when certain notices required by CEQA are filed with the County Clerk. The County is exempt from paying this fee when the Board finds that a project will have no impact on wildlife resources. The Initial Study/Mitigated Negative Declaration concluded that there will be no adverse effects on wildlife resources by implementation of the proposed mitigation measures. Following approval of the Mitigated Negative Declaration by your Board, Public Works will file a Certificate of Fee Exemption with the County Clerk. A \$25 handling fee will be paid to the County Clerk for processing. We will also file a Notice of Determination in accordance with the requirements of Section 21152(a) of the California Public Resources Code.

CONTRACTING PROCESS

Advertising for bids will be in accordance with the County's standard "Instruction Sheet for Publishing Legal Advertisements" (Enclosure B).

Following receipt of bids, we will return to your Board for construction contract award.

The State Labor Code requires contractors to pay prevailing wage rates to all persons employed on Public Works contracts.

As requested by your Board on February 3, 1998, this contract opportunity will be listed on the Office of Small Business website.

Public Works has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to this construction contract as this contract is for non-Proposition A services.

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Participation by Community Business Enterprises in the project will be encouraged through Public Works' Capital Projects CBE Outreach Program and by monitoring the good faith efforts of bidders to use CBEs.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There will be no negative impact on current County services or projects during construction. Sheriff services will continue to be provided from the existing San Dimas Sheriff's Station located at 122 North San Dimas Avenue in the City of San Dimas until construction of the replacement station is complete.

CONCLUSION

Please return one adopted copy of this letter to the CAO (Capital Projects Division), Sheriff, and Public Works.

Respectfully submitted,

JAMES A. NOYES
Director of Public Works

DAVID E. JANSSEN
Chief Administrative Officer

LEROY D. BACA
Sheriff

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Enc. 3

cc: Auditor-Controller
County Counsel
Department of Public Social Services (GAIN Program)

May 9, 2002

ENCLOSURE A
SAN DIMAS SHERIFF'S STATION
APPROVE MITIGATED NEGATIVE DECLARATION
ADOPT MITIGATION MONITORING AND REPORTING PROGRAM
ADOPT AND ADVERTISE
AWARD AGREEMENT
SPECS. 5414; C.P. 77402

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date	Revised Completion Date Actual
Project Needs Assessment	N/A	N/A
Project Feasibility	N/A	N/A
Project Program	08/28/89	02/29/00*
Design		
Award Contract	04/20/99	04/20/99*
Execute Contract	05/13/99	06/15/99*
Schematic Design	01/03/00	04/30/00*
Design Development	04/26/00	01/17/01*
Construction Document Submittal	01/05/01	06/26/01*
Jurisdictional Approval	12/22/00	01/08/02*
Construction Bid and Award	04/01/01	08/07/02
Construction		
Start	05/01/01	08/12/02
Substantial Completion	10/23/02	09/23/03
Acceptance	02/20/03	01/26/04
Post Construction	N/A	N/A

* Indicates completed activities.

II PROJECT BUDGET SUMMARY

Budget Category	Original Project Budget	Impact of this Action	Proposed Project Budget
Land Acquisition	N/A	N/A	N/A
Construction			
(a) Construction	\$ 7,500,000	\$ 566,460	\$ 8,066,460
(b) Equipment	-0-	\$ 90,910	\$ 90,910
Subtotal	\$ 7,500,000	\$ 657,370	\$ 8,157,370
Change Orders	\$ 900,000	(\$ 84,263)	\$ 815,737
Subtotal	\$ 8,400,000	\$ 573,107	\$ 8,973,107
Equipment/Telecommunication Control	\$ 960,000	\$ 204,184	\$ 1,164,124
Plans and Specifications	\$ 640,000	\$ 69,093	\$ 709,093
Consultant Services	\$ 250,000	(\$85,000)	\$ 165,000
Miscellaneous Expenditures	\$ 445,000	\$ 75,774	\$ 520,774
Jurisdictional Review and Plan Check	\$ 75,000	-0-	\$ 75,000
County Services	\$ 1,395,000	\$ 117,199	\$ 1,512,199
TOTAL	\$12,165,000	\$ 954,296	\$13,119,296

May 9, 2002

ENCLOSURE B

**SAN DIMAS SHERIFF'S STATION
APPROVE MITIGATED NEGATIVE DECLARATION
ADOPT MITIGATION MONITORING AND REPORTING PROGRAM
ADOPT AND ADVERTISE
AWARD AGREEMENT
SPECS. 5414; C.P. 77402**

PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code, Section 20125, you may publish once a week for two weeks in a weekly newspaper, or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishing all materials, labor, and equipment required to complete construction for the following work:

<u>SD</u>	<u>SPECS</u>	<u>PROJECT</u>	<u>BID DOC FEE</u>	<u>DATE OF BID OPENING</u>
5	5414	San Dimas Sheriff's Station 270 South Walnut Avenue San Dimas, CA 91773	\$100	June 18, 2002

Copies of the project manual and drawings may be obtained at the Cashier's Office, Department of Public Works, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803, for the fee stated above. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's Office before 10:45 a.m. on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 11:00 a.m. on this date in Conference Room D, 1st Floor, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess a "B" license classification at the time of bid. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project.

PRE-BID CONFERENCE

Public Works' Project Management Team will hold a pre-bid conference at 10:00 a.m. on June 5, 2002, at the Project Site located at 270 South Walnut Avenue, San Dimas, California 91773, directly south of the fire station, to provide information on the project, bidding process, and answer any questions that the potential bidders may have. To be considered responsive to this invitation for bid, bidders must attend the mandatory pre-bid conference in its entirety. Bids from bidders who do not attend the pre-bid conference will be rejected as nonresponsive. For further information, please contact Ms. Montessa Duckett with Public Works' Project Management Team at (626) 458-2585.

OTHER INSTRUCTIONS

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code relating to contracting with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical errors and discrepancies in bids submitted in the public's interest.

Si necesita información en español, por favor llame al Telefono (626) 458-2563.



Upon 72 hours notice, the Department can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 S. Fremont Ave.), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7:00 a.m. to 5:30 p.m.

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Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 S. Ave. Fremont), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para mas información del ADA, pongase en contacto con nuestro Coordinador del ADA del departamento al (626) 458-4081 o TDD (626) 282-7829, de Lunes a Jueves de las 7:00 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,
dated May 21, 2002.

Specs. 5414

VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES